



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



Announcement Number: 03-05-023	Opening Date: 03-14-05	Closing Date: 04-04-05	Open To All Applicants
POSITION: Child Protection Mediation Case Manager JS-945-10	TYPE OF APPOINTMENT: Career Service	Salary Range: \$47,755 -\$62,086 DC Courts non-judicial employees receive federal retirement and benefits.	
Division: Multi-Door Dispute Resolution	LOCATION: 500 Indiana Ave, NW	TOUR OF DUTY: Full-time	
<p>BRIEF DESCRIPTION OF DUTIES: Responsible for the management of child abuse and neglect cases referred to mediation. Performs a variety of case management tasks to prepare cases for mediation. Schedules and assigns mediators to cases, and manages cases to facilitate settlement. Processes and monitors documentation of stipend payments. May conduct parental/guardian intake to assess mediation appropriateness. Provides ongoing technical assistance and support to mediators. Reviews program surveys to assure satisfactory program performance. Ensures overall program quality and effective program operation.</p> <p>MINIMUM QUALIFICATIONS: A bachelor's degree in business, management, public administration, criminal justice, social work or a related degree plus two years of experience coordinating, managing and/or tracking cases in a court, legal, or social service agency or office. Equivalent levels of relevant experience or education may be substituted. Please submit a copy of your most recent performance evaluation with your application.</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Knowledge of policies, procedures and practices related to the child abuse and neglect process.2. Ability to work independently and coordinate numerous tasks simultaneously, in order to provide effective case management.3. Ability to enter and analyze computerized data, and to maintain accurate record keeping.4. Ability to communicate effectively, orally and in writing, and to interact with judicial, legal and court personnel, mediators, and the general public. <p>SELECTION PROCESS: After a review of applications and ranking factor, a structured oral interview may be required of the highest qualified candidates.</p> <p style="text-align: center;">Submit D.C. Court Application And Ranking Factors to: DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001. For information call (202) 879-0496 or visit our job site at www.dccjobs.gov.</p>			
It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.			